



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
U.S. ARMY (IDR) GARRISON ANSBACH
UNIT #28614
APO AE 09177-8614


IMEU-ANS-EEO

05 April 2007

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #22 - Referral List and Applicant Appointment Procedures

1. Reference: EEOC Management Directive 715
2. Effective immediately, all properly completed referral lists (GS-09 and above), must be routed to the Equal Employment Opportunity (EEO) office for review. The referral list will be reviewed, and logged by the EEO office.
3. When finalizing a selection for GS-09 and above positions, the selecting official will include the EEO manager's email address to receive a copy of the selection notification simultaneously with sending the selection to CPOC. Email address is:
ida.r.dixon@eur.army.mil
4. Point of contact for this memorandum is Ida R. Dixon, EEO Manager DSN 468-7937/7733.


TAMMY S. McKENNA
LTC, CM
Commanding

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